

TABLE OF CONTENTS

Dear Applicant Letter.....	A
Notice Inviting Applications for New Awards.....	B
84.235W - Special Projects & Demonstrations - Non-Priority/ Invitational	
Application Transmittal Instructions.....	C
Rules and Regulations: 34 CFR Parts 369 and 373.....	D
Vocational Rehabilitation Service Projects--Part 369 84.235W - Special Projects and Demonstrations--Part 373	
Instructions for Application for Federal Assistance.....	E
PART I Federal Assistance Face Sheet	
PART II Budget Information	
PART III Program Narrative	
PART IV : Assurances, Certifications, and Disclosures	
o Assurances	
o Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug- Free Workplace Requirements	
o Certification Regarding Debarment, Suspension, and Voluntary Exclusion - Lower Tier Covered Transaction	
o Disclosure of Lobbying Activities	
Notice Regarding Executive Order 12372 and Listing of State Single Points of Contact.....	F
Important Notice to Prospective Participants in USDE Contract and Grant Programs.....	G
RSA Regional Office Contact List.....	H

CLOSING DATE: MARCH 18, 1997

Rehabilitation Services Administration

Dear Applicant:

The Secretary invites applications for new awards for fiscal year (FY) 1997 under Special Projects and Demonstrations for Providing Vocational Rehabilitation Services to Individuals with Disabilities (CFDA 84.235W).

This program is authorized by the Rehabilitation Act of 1973, as amended (the Act) and implemented by the subsequent program regulations Section 311(b) of the Act and implemented by 34 CFR Parts 369 and 373.

Prior to completing the grant application, please review the Federal Register Notice included in this application packet. Information regarding estimates of the average size of awards, priorities, and an explanation of bonus points for programs providing services in an Empowerment Zone or Enterprise Community is included in this section of the application packet.

Department of Education Reinventing Government Initiative

In fiscal year 1995, the Department implemented changes in the way continuation grant awards are made. As part of the Administration's Reinventing Government Initiative, the National Performance review urged the Department to eliminate the continuation application process and replace it with "yearly program progress reports focusing on program outcomes and problems related to program implementation and service deliver."

The Department is implementing this recommendation. This will require all applicants for multi-year projects to provide detailed budget information for the total grant period requested. The Department will negotiate at the time of initial award the funding levels for each year of the grant award.

By requesting detailed budget information in the initial application for the total project period, the need for formal noncompeting continuation applications in the remaining years will be eliminated. A performance report that will be required annually will be used in place of the continuation application to determine progress.

******MAXIMUM LEVEL OF AWARDS******

In no case does the Secretary make an award greater than \$220,000 for a single budget period of 12 months. The Secretary rejects and does not consider an application that proposes a budget exceeding this maximum amount.

BONUS POINTS FOR EMPOWERMENT ZONES (EZ) AND ENTERPRISE COMMUNITIES (EC)

To receive the 10 additional bonus points, an applicant must assure that substantial services will be provided in the EZ/EC and that the projects will contribute to the strategic plan of the EZ/EC and are an integral component of the EZ/EC activities. To meet these requirements, the applicant **MUST** state that a minimum of 51% of the persons served by the project will **reside** in the EZ/EC geographical area, **AND** the applicant **MUST** provide a written letter from the EZ/EC documenting the involvement of the project to meet the strategic plans of the EZ/EC, and stating specifically how the project will enhance economic opportunities. The applicant must provide information on its active practice-participation in the EZ/EC activities during the grant period (i.e. sitting on boards, attending meetings, etc.)

APPLICATION PROCEDURES

This application kit contains information and the required forms for potential applicants to apply and compete for FY 1997 grant awards under this competition. Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, and the selection criteria used by the reviewers to evaluate each application.

These instructions indicate that you must mail (postmarked) or hand-deliver one original and two copies of your application on or before the application deadline date, to the following address: U.S. Department of Education, Application Control Center, Attention: CFDA Number 84.235W, 600 Independence Avenue, S.W., Washington, D.C. 20202-4725. The Rehabilitation Services Administration would appreciate your including three additional copies of your application to facilitate the peer review process (six applications in all). **Note: The application cover sheet (Standard Form 424) for this competition under block # 10 must indicate the appropriate CFDA numeric and alpha letter (e.g., CFDA 84.235W), and the appropriate program name.**

To facilitate the peer review process, the program narrative must address the selection criteria used for the appropriate program in the order that such criteria appear in the relevant regulations included in this application packet. Additionally, each proposal **MUST** include a one page abstract. The abstract is a critical component of the proposal and it **MUST** highlight the purpose, target population to be served during the project period, planned goals and objectives, innovative strategies

utilized, project outcomes, and a plan or process for maintaining the momentum of the project after the project ends.

In addition, applicants are reminded that the 1992 Amendments to the Rehabilitation Act require that all new applications must describe how the needs of individuals with disabilities from minority backgrounds will be addressed. Applicants must also provide assurance that individuals provided services must be advised of the availability and purposes of the State's Client Assistance Programs, including information on means of seeking assistance under such program.

PROGRAM RULES AND REGULATIONS

The Federal regulations that apply to this competition can be found in 34 CFR Parts mentioned earlier in this letter. Further, these grants are subject to the requirements of Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, and 85, which set forth general rules affecting the submittal, review, grant awarding, and post-award administration for Department of Education grant programs.

INTERGOVERNMENTAL REVIEW FOR FEDERAL PROGRAMS

Applications under these programs are to be submitted to the appropriate State agency for review as stipulated under Executive Order 12372 - Intergovernmental Review. If a State has established a process for this review, applicants must use the process described in Section F.

TECHNICAL ASSISTANCE

If you have any questions about the information in this application kit, please contact the RSA competition managers for Special Projects and Demonstrations, Pamela Martin or Alfreda Reeves, Program Officers, at (202) 205-8494 or (202) 205-9361. Individuals who use a telecommunications device (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339

between 8:00 a.m. and 8:00 p.m., Eastern time, Monday through Friday.

Thank you for your interest in these programs.

Sincerely,

Thomas E. Finch, Ph. D.
Acting Associate Commissioner
Office of Developmental Programs

SECTION B--NOTICE INVITING APPLICATIONS

4000-01-P

DEPARTMENT OF EDUCATION

(CFDA No.: 84.235W)

Special Projects and Demonstrations for Providing Vocational Rehabilitation Services to Individuals with Disabilities
Notice inviting applications for new awards for fiscal year (FY) 1997.

PURPOSE OF PROGRAM: To provide financial assistance to projects for expanding or otherwise improving vocational rehabilitation and other rehabilitation services for individuals with disabilities, especially individuals with the most severe disabilities.

ELIGIBLE APPLICANTS: State agencies; other public agencies and organizations, including Indian tribes; and nonprofit private agencies and organizations.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: March 18, 1997

DEADLINE FOR INTERGOVERNMENTAL REVIEW: May 19, 1997

APPLICATIONS AVAILABLE:

AVAILABLE FUNDS: \$2,958,000

ESTIMATED RANGE OF AWARDS: \$180,000 - \$220,000

ESTIMATED AVERAGE SIZE OF AWARDS: \$200,000

ESTIMATED NUMBER OF AWARDS: 13-16

NOTE: The Department is not bound by any estimates in this notice.

MAXIMUM AWARD: In no case does the Secretary make an award greater than \$220,000 for a single budget period of 12 months. The Secretary rejects and does not consider an application that proposes a budget exceeding this maximum amount.

PROJECT PERIOD: Up to 36 months.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, and 85; and (b) The regulations for this program in 34 CFR parts 369 and 373.

PRIORITIES:

Competitive Preference Priority: The competitive preference priority concerning Empowerment Zones and Enterprise Communities in the notice of final priorities for this program, published in the FEDERAL REGISTER on December 9, 1994 (59 FR 63860), applies to this competition.

Under 34 CFR 75.105(c)(2)(i) the Secretary gives preference to applications that meet the following competitive priority. The Secretary awards 10 bonus points to an application that meets this competitive priority in a particularly effective way. These bonus points are in addition to any points the application earns under the selection criteria for the program:

Competitive Preference Priority--Providing Program Services in an Empowerment Zone or Enterprise Community

Under this program the Secretary gives competitive preference to applications that--

(1) Propose the provision of substantial services in Empowerment Zones or Enterprise Communities; and

(2) Propose projects that contribute to the strategic plan of the Empowerment Zone or Enterprise Community and that are made an integral component of the Empowerment Zone or Enterprise Community activities.

Under this program a project is considered to be providing substantial services if a minimum of 51 percent of the persons served by the project reside within the Empowerment Zone or Enterprise Community.

Invitational Priorities: Under 34 CFR 75.105(c)(1) the Secretary is particularly interested in applications that meet one or more of the following invitational priorities. However, an application that meets one or more of these invitational priorities does not receive competitive or absolute preference over other applications:

Invitational Priority 1--Projects to Increase Client Choice.

Projects that emphasize and demonstrate effective ways to increase the choices and involvement of eligible clients in the rehabilitation process, including the selection of goals, services, and the providers of vocational rehabilitation services.

Invitational Priority 2--Programs to Demonstrate Early Intervention Strategies.

Projects that provide early intervention in providing vocational rehabilitation services to individuals with chronic and progressive diseases, including HIV/AIDS. Projects should demonstrate the utility of early intervention in providing vocational evaluation, training, and counseling services to develop new careers and employment, or to improve job retention.

Invitational Priority 3--Projects Focusing on Career Advancement.

Projects that demonstrate service delivery models that further high quality employment outcomes for individuals with disabilities by providing services to ensure those individuals possess the knowledge and skills necessary to compete for jobs with potential for career advancement, and by providing services to improve career advancement opportunities for individuals who are employed.

FOR APPLICATIONS CONTACT: Joyce R. Jones, U.S. Department of Education, 600 Independence Avenue, S.W., Room 3038 Switzer Building, Washington, D.C. 20202-2649; or call the following telephone number (202) 205-8351.

FOR INFORMATION CONTACT: Pamela Martin or Alfreda Reeves, U.S. Department of Education, 600 Independence Avenue, S.W., Room 3314, Switzer Building, Washington, DC 20202-2650. Telephone: (202) 205-8494 or (202) 205-9361.

Individuals who use a telecommunications device for the deaf may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; on the Internet Gopher Server (at gopher://gcs.ed.gov/); or on the World Wide Web (at <http://gcs.ed.gov>). This information can also be viewed on the Rehabilitations Services Administration's electronic bulletin board at (202) 401-6147. However, the official application notice for a discretionary grant competition is the notice published in the FEDERAL REGISTER.

PROGRAM AUTHORITY: 29 U.S.C. 777a(a)(1).

Dated:

Judith E. Heumann,
Assistant Secretary for
Special Education and
Rehabilitative Services

SECTION C: APPLICATION TRANSMITTAL INSTRUCTIONS

APPLICATION TRANSMITTAL INSTRUCTIONS

An application for an award must be mailed or hand delivered by the closing date as stated in this application.

APPLICATIONS SENT BY MAIL

An application sent by mail must be addressed to: U.S. Department of Education, Application Control Center, Attention: **CFDA 84.235W**, 600 Independence Avenue, Washington, D.C. 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does **not** accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

APPLICATION DELIVERED BY HAND/COURIER SERVICE

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, General Services Administration National Capital Region, 7th and D Streets, SW, Washington, D.C. 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays, and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building. In order for an application sent through a courier service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

SECTION D: RULES AND REGULATIONS
34 CFR PART 369, 373, & 376

Special Demonstration Programs

REHABILITATION ACT

Sec. 311. (a) Subject to the provisions of section 306, the Commissioner may make grants to States and to public or nonprofit agencies and organizations to pay part or all of the costs of special projects and demonstrations (including related research and evaluation) for

(1) establishing programs for providing vocational rehabilitation services, which hold promise of expanding or otherwise improving rehabilitation services to individuals with disabilities (especially those with the most severe disabilities), including individuals who are members of populations that are unserved or underserved by the programs under this Act, individuals who are blind, and individuals who are deaf;

(2) applying new types or patterns of services or devices for individuals with disabilities (including programs for providing individuals with disabilities, or other individuals in programs servicing individuals with disabilities, with opportunities for new careers and career advancement);

(3) operating programs to demonstrate methods of making recreational activities fully accessible to individuals with disabilities; and

(4) operating programs to meet the special needs of isolated populations of individuals with disabilities, particularly among American Indians residing on or outside of reservations.

(b)(1) The Commissioner may make grants to public and nonprofit agencies and organizations to pay part or all of the costs of special projects and demonstrations including research and evaluation for youths who are individuals with disabilities to provide job training and prepare them for entry into the labor force. Such projects shall be designed to demonstrate cooperative efforts between local educational agencies, business and industry, vocational rehabilitation programs, and organizations representing labor and organizations responsible for promoting or assisting in local economic development.

(2) Services under this subsection may include -

(A) jobs search assistance;

(B) on-the-job training;

(C) job development, including work site modification and use of advanced learning technology for skills training;

(D) dissemination of information on program activities to business and industry; and

(E) follow-up services for individuals placed in employment.

(3) The Commissioner shall assure that projects shall be coordinated with other projects assisted under section 626 of the Individuals with Disabilities Education Act.

PART 369--VOCATIONAL REHABILITATION SERVICE PROJECTS

Subpart A--General

Sec.

369.1 What are the Vocational Rehabilitation Service Projects?

369.2 Who is eligible for assistance under these programs?

369.3 What regulations apply to these programs?

369.4 What definitions apply to these programs?

Subpart B--[Reserved]

Subpart C--How Does One Apply For A Grant?

369.20 What are the application procedures for these programs?

369.21 What application requirement applies to these programs?

Subpart D--How Does the Secretary Make A Grant?

369.30 How does the Secretary evaluate an application?

369.31 What general selection criteria does the Secretary use in reviewing an application?

369.32 What other factors does the Secretary consider in reviewing an application?

Subpart E--What Conditions Must Be Met By A Grantee?

369.40--369.41 [Reserved]

369.42 What special requirements affect provision of services to individuals with disabilities?

369.43 What are the affirmative action plan requirements affecting grantees?

369.44 What wage and hour standards apply to community rehabilitation programs?

369.45 What are the special requirements pertaining to the membership of project advisory committees?

369.46 What are the special requirements pertaining to the protection, use, and release of personal information?

369.47 What are the special requirements affecting the collection of data from State agencies?

Authority: 29 U.S.C. 711(c), 732, 750, 775, 777(a)(1), 777(a)(3), 777(b), 777f and 795g, unless otherwise noted.

Source: 46 FR 5417, Jan. 19, 1981, unless otherwise noted.

Subpart A--General

Sec. 369.1 What are the Vocational Rehabilitation Service Projects?

(a) These programs provide financial assistance for the support of special project activities for providing vocational rehabilitation services and related services to individuals with disabilities and other persons.

(b) The Secretary awards financial assistance through the following programs--

(1) Vocational Rehabilitation Service Projects for American Indians with Disabilities (34 CFR Part 371).

(2) Comprehensive Rehabilitation Centers (34 CFR Part 372).

(3) Special Projects and Demonstrations for Providing Vocational Rehabilitation Services to Individuals with Disabilities (34 CFR Part 373).

(4) Special Projects and Demonstrations for Making Recreational Activities Accessible to Individuals with Disabilities (34 CFR Part 374).

(5) Vocational Rehabilitation Service Projects for Migratory Agricultural and Seasonal Farmworkers with Disabilities (34 CFR Part 375).

(6) Special Projects and Demonstrations for Providing Transitional Rehabilitation Services to Youths with Disabilities (34 CFR Part 376).

(7) Projects for Initiating Special Recreation Programs for Individuals with Disabilities (34 CFR Part 378).

(8) Projects with Industry (34 CFR Part 379).

(Authority: Secs. 112, 130, 305, 308, 311a, 311(a)(3), 311(a)(4), 312, 316, and 621 of the Act; 29 U.S.C. 732, 750, 775, 776, 777(a)(1), 777(a)(3), 777(a)(4), 777(b), 777f, and 795g)

[46 FR 5417, Jan. 19, 1981, as amended at 50 FR 9962, Mar. 12, 1985; 51 FR 3895, Jan. 30, 1986; 53 FR 17142, 17143, May 13, 1988; 59 FR 8335, Feb. 18, 1994]

Sec. 369.2 Who is eligible for assistance under these programs?

(a) Vocational rehabilitation service projects for American Indians with disabilities. Governing bodies of Indian tribes and consortia of those governing bodies located on Federal and State reservations are eligible for assistance to support projects for providing vocational rehabilitation services to American Indians with disabilities.

(Authority: Sec. 130 of the Act; 29 U.S.C. 750)

(b) Comprehensive rehabilitation centers. State vocational rehabilitation units are eligible for assistance to support comprehensive rehabilitation center projects.

(Authority: Sec. 305 of the Act; 29 U.S.C. 775)

(c) Special projects and demonstrations for providing vocational rehabilitation services to individuals with disabilities. States and public and other nonprofit agencies and organizations are eligible for expanding or otherwise improving vocational rehabilitation services to individuals with disabilities.

(Authority: Sec. 311(a)(1) of the Act; 29 U.S.C. 777(a)(1))

(d) Special projects and demonstrations for making recreational activities accessible to individuals with disabilities. States and public and other nonprofit agencies and organizations are eligible for assistance to support special projects and demonstrations for making recreational activities accessible to individuals with disabilities.

(Authority: Sec. 311(a)(3) of the Act; 29 U.S.C. 777(a)(3))

(e) Vocational rehabilitation service projects for migratory agricultural workers and seasonal farmworkers with disabilities. State vocational rehabilitation agencies, local agencies administering vocational rehabilitation programs under written agreements with State agencies, and nonprofit agencies working in collaboration with State vocational rehabilitation agencies are eligible for assistance to support projects for providing vocational rehabilitation services to migratory agricultural workers or seasonal farmworkers with disabilities.

(Authority: Sec. 312 of the Act; 29 U.S.C. 777(b))

(f) Projects for initiating special recreation programs for individuals with disabilities. State and other public agencies and private nonprofit agencies and organizations are eligible for assistance to support projects for initiating special recreation programs for individuals with disabilities.

(Authority: Sec. 316 of the Act; 29 U.S.C. 777(f))

(g) Projects with industry. Any designated State unit, labor union, community rehabilitation program provider, Indian tribe or tribal organization employer, trade association, or other agency or organization with the capacity to create and expand job and career opportunities for individuals with disabilities is eligible for assistance to support a project with industry.

(Authority: Sec. 621 of the Act; 29 U.S.C. 795(g))

(h) Special projects and demonstrations for providing transitional rehabilitation services to youths with disabilities. State and other public and nonprofit agencies and organizations are eligible for assistance under this program.

(Authority: Sec. 311(c) of the Act; 29 U.S.C. 777a(c))

[46 FR 5417, Jan. 19, 1981, as amended at 50 FR 9962, Mar. 12, 1985; 51 FR 3895, Jan. 30, 1986; 53 FR 17142, 17143, May 13, 1988; 59 FR 8335, Feb. 18, 1994]

Sec. 369.3 What regulations apply to these programs?

The following regulations apply to the programs listed in Sec. 369.1(b):

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs).

(3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

(4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities); except the Part 79 does not apply to the Vocational Rehabilitation Service Program for American Indians with Disabilities.

(5) 34 CFR part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

(6) 34 CFR part 81 (General Education Provisions Act--Enforcement).

(7) 34 CFR part 82 (New Restrictions on Lobbying).

(8) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(9) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this Part 369.

(c) The regulations in 34 CFR Parts 371, 372, 373, 374, 375, 376, 378, and 379, as appropriate.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[51 FR 3895, Jan. 30, 1986, as amended at 55 FR 21714, May 25, 1990; 59 FR 8335, Feb. 18, 1994]

Sec. 369.4 What definitions apply to these programs?

(a) The following definitions in 34 CFR Part 77 apply to the programs under Vocational Rehabilitation Service Projects--

Applicant

Application

Award

Budget Period

Department

EDGAR

Nonprofit

Profit

Project Period

Public

Secretary

Work of Art

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

(b) The following definitions also apply to programs under Vocational Rehabilitation Service Projects:

Act means the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), as amended.

Community rehabilitation program means a program that provides directly or facilitates the provision of vocational rehabilitation services to individuals with disabilities, and that provides, singly or in combination, for an individual with a disability to enable the individual to maximize opportunities for employment, including career advancement--

(1) Medical, psychiatric, psychological, social, and vocational services that are provided under one management;

(2) Testing, fitting, or training in the use of prosthetic and orthotic devices;

(3) Recreational therapy;

(4) Physical and occupational therapy;

(5) Speech, language and hearing therapy;

(6) Psychiatric, psychological and social services, including positive behavior management;

(7) Assessment for determining eligibility and vocational rehabilitation needs;

(8) Rehabilitation technology;

(9) Job development, placement, and retention services;

(10) Evaluation or control of specific disabilities;

(11) Orientation and mobility services for individuals who are blind;

(12) Extended employment;

(13) Psychosocial rehabilitation services;

(14) Supported employment services and extended services;

(15) Services to family members when necessary to the vocational rehabilitation of the individual;

(16) Personal assistance services; or

(17) Services similar to the services described in paragraphs (1) through (16) of this definition.

(Authority: Sec. 7(25) of the Act; 29 U.S.C. 706(25))

Employment outcome means entering or retaining full-time or, if appropriate, part-time competitive employment in the integrated labor market, the practice of a profession, self-employment, homemaking, farm or family work (including work for which payment is in kind rather than cash), extended employment in a community rehabilitation program, supported employment, or other gainful work.

(Authority: Sec 7(5) of the Act; 29 U.S.C. 706(5))

Individual who is blind means a person who is blind within the meaning of the law relating to vocational rehabilitation in each State.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Individual with a disability means any individual who--

(1) Has a physical or mental impairment that for that individual constitutes or results in a substantial impediment to employment; and

(2) Can benefit in terms of an employment outcome from vocational rehabilitation services provided under Titles I, III, VI, or VIII of the Act.

(Authority: Sec. 7(8)(A) of the Act; 29 U.S.C. 706(8)(A))

Individual with a severe disability means an individual with a disability--

(1) Who has a severe physical or mental impairment that seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;

(2) Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and

(3) Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, sickle-cell anemia, specific learning disabilities, end-stage renal disease, or another disability or combination of disabilities determined to cause comparable substantial functional limitation.

(Authority: Sec. 7(15)(A) of the Act; 29 U.S.C. 706(15)(A))

Physical and mental restoration services means--

(1) Medical or corrective surgical treatment for the purpose of correcting or modifying substantially a physical or mental condition that is stable or slowly progressive and constitutes a substantial impediment to employment and that is likely, within a reasonable period of time, to be corrected or substantially modified as a result of the medical or surgical treatment;

(2) Diagnosis and treatment for mental or emotional disorders by qualified personnel in accordance with State licensure laws;

(3) Dentistry;

(4) Nursing services;

(5) Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment and clinic services;

(6) Convalescent or nursing home care;

(7) Drugs and supplies;

(8) Prosthetic, orthotic, or other assistive devices, including hearing aids essential to obtaining or retaining employment;

(9) Eyeglasses and visual services, including visual training, and the examination and services necessary for the prescription and provision of eyeglasses, contact lenses, microscopic lenses, telescopic lenses, and other special visual aids, prescribed by qualified persons under State licensure laws, that are selected by the individual;

(10) Podiatry;

(11) Physical therapy;

(12) Occupational therapy;

(13) Speech and hearing therapy;

(14) Psychological services;

(15) Therapeutic recreation services;

(16) Medical or medically related social work services;

(17) Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services or that are inherent in the condition under treatment;

(18) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies; and

(19) Other medical or medically related rehabilitation services, including art therapy, dance therapy, music therapy, and psychodrama.

(Authority: Sec. 103(a)(4) of the Act; 29 U.S.C. 723(a)(4))

Physical or mental impairment means a physical or mental condition which materially limits, contributes to limiting or, if not corrected, will probably result in limiting an individual's employment activities or vocational functioning.

(Authority: Sec. 7(8)(A) of the Act; 29 U.S.C. 706(8)(A))

Reservation means a Federal or State Indian reservation, public domain Indian allotment, former Indian reservation in Oklahoma, and land held by incorporated Native groups, regional corporations and village corporations under the provisions of the

Alaska Native Claims Settlement Act.

(Authority: Sec. 130(c) of the Act; 29 U.S.C. 750(c))

State agency means the sole State agency designated to administer (or supervise local administration of) the State plan for vocational rehabilitation services. The term includes the State agency for the blind, if designated as the sole State agency with respect to that part of the plan relating to the vocational rehabilitation of individuals who are blind.

(Authority: Sec. 7(3)(A) and 101(a)(1)(A) of the Act; 29 U.S.C. 721(a)(1)(A))

State plan means the State plan for vocational rehabilitation services.

(34 CFR Part 361)

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

State unit, State vocational rehabilitation unit or designated State unit means either--

(1) The State agency vocational rehabilitation bureau, division, or other organizational unit that is primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and that is responsible for the administration of the vocational rehabilitation program of the State agency; or

(2) The independent State commission, board, or other agency that has vocational rehabilitation, or vocational and other rehabilitation as its primary function.

(Authority: Sec. 7(3) of the Act; 29 U.S.C. 706(3))

Substantial impediment to employment means that a physical or mental impairment (in light of attendant medical, psychological, vocational, educational, and other related factors) significantly restricts an individual's occupational performance by preventing his preparing for, obtaining, or retaining employment consistent with his capacities and abilities.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Vocational rehabilitation services: (1) When provided to an individual, means any goods or services necessary to render an individual with a disability employable, including, but not limited to, the following--

(i) An assessment for determining eligibility and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;

(ii) Counseling, guidance, and work-related placement services for individuals with disabilities, including job search assistance, placement assistance, job retention services, personal assistance services, and follow-up, follow-along, and specific diagnosis services necessary to assist such individuals to maintain, regain, or advance in employment;

(iii) Vocational and other training services for individuals with disabilities, including personal and vocational adjustment, books, or other training materials;

(iv) Services to the families of such individuals with disabilities, if necessary to the adjustment or rehabilitation of such individuals;

(v) Physical and mental restoration services;

(vi) Maintenance for additional costs incurred while participating in rehabilitation;

(vii) Interpreter services and note-taking services for individuals who are deaf, including tactile interpreting for individuals who are deaf-blind;

(viii) Reader services and note-taking services for those individuals who are determined to be blind after an examination by qualified personnel under State licensure laws;

(ix) Recruitment and training services to provide new employment opportunities in the fields of rehabilitation, health, welfare, public safety and law enforcement, and other appropriate service employment;

(x) Rehabilitation teaching services and orientation and mobility services for individuals who are blind;

(xi) Occupational licenses, tools, equipment, and initial stocks and supplies;

(xii) Transportation in connection with the rendering of any vocational rehabilitation service;

(xiii) Telecommunications, sensory, and other technological aids and devices;

(xiv) Rehabilitation technology services;

(xv) Referral and other services designed to assist individuals with disabilities in securing needed services from other agencies;

(xvi) Transition services that promote or facilitate the accomplishment of long-term rehabilitation goals and intermediate rehabilitation objectives;

(xvii) On-the-job or other related personal assistance services provided while an individual with a disability is receiving vocational rehabilitation services; and

(xviii) Supported employment services.

(Authority: Sec. 103(a) of the Act; 29 U.S.C. 723(a))

(2) When provided for the benefit of groups of individuals, Vocational rehabilitation services also means--

(i) In the case of any type of small business enterprise operated by individuals with the most severe disabilities under the supervision of the State unit, management services, and supervision and acquisition of vending facilities or other equipment, and initial stocks and supplies;

(ii) The establishment, development, or improvement of community rehabilitation programs, including, under special circumstances, the construction of a rehabilitation facility to provide services that promote integration and competitive employment;

(iii) The provision of services, including services provided at community rehabilitation programs, that promise to contribute substantially to the rehabilitation of a group of individuals but that are not related directly to the individualized written rehabilitation program of any one individual with disabilities;

(iv) The use of existing telecommunications systems;

(v) The use of services providing recorded material for persons who are blind and captioned films or video cassettes for persons who are deaf; and

(vi) Technical assistance and support services to businesses that are not subject to Title I of the Americans with Disabilities Act of 1990 and that are seeking to employ individuals with disabilities.

(Authority: Sec. 103(b) of the Act; 29 U.S.C. 723(b))

[46 FR 5417, Jan. 19, 1981, as amended at 50 FR 38630, Sept. 23, 1985;

53 FR 17143, May 13, 1988; 59 FR 8335, Feb. 18, 1994]

Subpart B--[Reserved]

Subpart C--How Does One Apply for a Grant?

Sec. 369.20 What are the application procedures for these programs?

The Secretary gives the appropriate State vocational rehabilitation unit an opportunity to review and comment on applications submitted from within the State that it serves. The procedures to be followed by the applicant and the State are in EDGAR Secs. 75.155-75.159.

(Authority: Sec. 12)(c) of the Act; 29 U.S.C. 711(c))

Sec. 369.21 What application requirement applies to these programs?

Each applicant for a grant under a program under 34 CFR Parts 372, 373, 374, 375, 376, 378, or 379 must include in its application a description of the manner in which it will address the needs of individuals with disabilities from minority backgrounds.

(Approved by the Office of Management and Budget under control number 1820-0018)

(Authority: Sec. 21(b)(5) of the Act; 29 U.S.C. 718b)

[59 FR 8337, Feb. 18, 1994]

Subpart D--How Does the Secretary Make a Grant?

Sec. 369.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates each application on the basis of general selection criteria in Sec. 369.31 and specific selection criteria in 34 CFR Parts 371, 372, 373, 374, 375, 376, 378, and 379. The maximum possible score for each complete criterion under each Vocational Rehabilitation Service Project category is stated in parentheses in Secs. 371.30, 372.30, 373.30, 374.30, 375.30, 376.31, 378.30, and 379.30. The number of points awarded under

each criterion depends on how well the application meets all the elements under that criterion.

(b) The Secretary awards up to 100 possible points for these selection criteria.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981, as amended at 51 FR 3895, Jan. 30, 1986]

Sec. 369.31 What general selection criteria does the Secretary use in reviewing an application?

(a) Plan of operation.

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows--

(i) High quality in the design of the project;

(ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective;

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--

(A) Persons with disabilities;

(B) The elderly;

(C) Women; and

(D) Members of racial or ethnic minority groups;

(b) Quality of key personnel.

(1) The Secretary reviews each application for information that shows the quality of key personnel proposed for the project;

(2) The Secretary looks for information that shows--

(i) The qualifications of the project director;

(ii) The qualifications of each of the other key personnel to be used in the project;

(iii) The time that each person referred to in paragraphs

(b)(2) (i) and (ii) of this criterion will commit to the project; and

(iv) The extent to which the applicant, as part of its non-discriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as--

(A) Persons with disabilities;

(B) The elderly;

(C) Women; and

(D) Members of racial or ethnic minority groups.

(3) To determine personnel qualifications, the Secretary considers experience and training, in fields related to the

objectives of the project, as well as other information that the applicant provides.

(c) Budget and cost effectiveness.

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows--

(i) The budget for the project is adequate to support the project activities;

(ii) Costs are reasonable in relation to the objectives of the project.

(d) Evaluation plan.

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project, and to the extent possible, are objective, and produce data that are quantifiable.

(e) Adequacy of resources.

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows--

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(Approved by the Office of Management and Budget under control number 1820-0018)

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981, as amended at 53 FR 17143, May 13, 1988;

53 FR 49145, Dec. 6, 1988; 59 FR 8335, Feb. 18, 1994]

Sec. 369.32 What other factors does the Secretary consider in reviewing an application?

In addition to the selection criteria listed in Sec. 369.31 and 34 CFR Parts 371, 372, 373, 374, 375, 376, 378, and 379, the Secretary, in making awards under these programs, considers such factors as--

(a) The geographical distribution of projects in each program category throughout the country; and

(b) The past performance of the applicant in carrying out similar activities under previously awarded grants, as indicated by such factors as compliance with grant conditions, soundness of programmatic and financial management practices and attainment of established project objectives.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(a)).

[46 FR 5417, Jan. 19, 1981, as amended at 51 FR 3895, Jan. 30, 1986]

Subpart E--What Conditions Must Be Met by a Grantee?

Secs. 369.40--369.41 [Reserved]

Sec. 369.42 What special requirements affect provision of services to individuals with disabilities?

(a) Vocational rehabilitation services provided in projects assisted under these programs must be provided in the same manner as services provided under the State plan for vocational rehabilitation services under 34 CFR Part 361.

(b) Each grantee under 34 CFR parts 371, 372, 373, 374, 375, 376, 378, or 379 must advise applicants for or recipients of services under its project, or as appropriate, the parents, family members, guardians, advocates, or authorized representatives of those individuals, of the availability and purposes of the State's Client Assistance Program, including information on seeking assistance from that program.

(Authority: Secs. 20 and 306(h) of the Act; 29 U.S.C. 718a and 776(h))

[46 FR 5417, Jan. 19, 1981, as amended at 53 FR 17144, May 13, 1988;
59 FR 8337, Feb. 18, 1994]

Sec. 369.43 What are the affirmative action plan requirements affecting grantees?

A recipient of Federal assistance must develop and implement an affirmative action plan to employ and advance in employment qualified individuals with disabilities. This plan must provide for specific action steps, timetables, and complaint and enforcement procedures necessary to assure affirmative action.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981, as amended at 53 FR 17144, May 13, 1988; 59 FR 8335, Feb. 18, 1994]

Sec. 369.44 What wage and hour standards apply to community rehabilitation programs?

All applicable Federal and State wage and hour standards must be observed in projects carried out in community

rehabilitation programs.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981. Redesignated and amended at 59 FR 8337, Feb. 18, 1994]

Sec. 369.45 What are the special requirements pertaining to the membership of project advisory committees?

If an advisory committee is established under a project, its membership must include persons with disabilities, or their representatives and other individuals to be assisted within the project, providers of services, and other appropriate individuals.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981, as amended at 53 FR 17144, May 13, 1988; 59 FR 8335, Feb. 18, 1994. Redesignated at 59 FR 8337, Feb. 18, 1994]

Sec. 369.46 What are the special requirements pertaining to the protection, use, and release of personal information?

(a) All personal information about individuals served by any project under this part, including lists of names, addresses, photographs, and records of evaluation, must be held confidential.

(b) The use of information and records concerning individuals must be limited only to purposes directly connected with the project, including project evaluation activities. This information may not be disclosed, directly or indirectly, other than in the administration of the project unless the consent of the agency providing the information and the individual to whom the information applies, or his or her representative, have been obtained in writing. The Secretary or other Federal or State officials responsible for enforcing legal requirements have access to this information without written consent being obtained. The final product of the project may not reveal any personal identifying information without written consent of the individual or his or her representative.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981. Redesignated at 59 FR 8337, Feb. 18, 1994]

Sec. 369.47 What are the special requirements affecting the collection of data from State agencies?

If the collection of data is necessary either from individuals with disabilities being served by two or more State agencies or from employees of two or more of these agencies, the project director must submit requests for the data to appropriate representatives of the affected agencies, as determined by the Secretary. This requirement also applies to employed project staff and individuals enrolled in courses of study supported under this part.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[46 FR 5417, Jan. 19, 1981, as amended at 53 FR 17144, May 13, 1988; 59 FR 8335, Feb. 18, 1994. Redesignated at 59 FR 8337, Feb. 18, 1994]

Sec. 369.48 [Redesignated. 59 FR 8337, Feb. 18, 1994]

PART 373--SPECIAL PROJECTS AND DEMONSTRATIONS FOR PROVIDING
VOCATIONAL REHABILITATION SERVICES TO INDIVIDUALS WITH
DISABILITIES

Subpart A--General

Sec.

373.1 What is the Program of Special Projects and
Demonstrations for Providing Vocational Rehabilitation Services
to Individuals with Disabilities?

373.2 Who is eligible for assistance under this program?

373.3 What regulations apply to the program?

373.4 What definitions apply to this program?

Subpart B--What Kinds of Activities Does the Department of
Education Assist Under This Program?

373.10 What types of projects are authorized under this
program?

373.11 What specific activities must be supported under this
program to provide services to individuals who are blind?

373.12 What specific activities must be supported under this
program to provide services to individuals who are deaf?

373.14 [Reserved]

Subpart C--[Reserved]

Subpart D--How Does the Secretary Make a Grant?

373.30 What selection criteria does the Secretary use under
this program?

373.31 [Reserved]

Subpart E--What Conditions Must be Met by a Grantee?

373.40 What are the matching requirements?

Authority: 29 U.S.C. 711(c), 777a(a)(1) and 777a(a)(4),
unless otherwise noted.

Source: 46 FR 5427, Jan. 19, 1981, unless otherwise noted.

Subpart A--General

Sec. 373.1 What is the Program of Special Projects and
Demonstrations for Providing Vocational Rehabilitation Services
to Individuals with Disabilities?

This program is designed to provide financial assistance to projects for expanding or otherwise improving vocational rehabilitation services and other rehabilitation services for individuals with disabilities, especially individuals with the most severe disabilities.

(Authority: Sec. 311(a) of the Act; 29 U.S.C. 777(a))
[59 FR 8338, Feb. 18, 1994]

Sec. 373.2 Who is eligible for assistance under this program?
Applications may be made by States and public and other nonprofit agencies and organizations.

(Authority: Sec. 311(a) of the Act; 29 U.S.C. 777(a))

Sec. 373.3 What regulations apply to the program?

The following regulations apply to this program--

(a) 34 CFR Part 369;

(b) The regulations in this Part 373.

(Authority: Sec. 311 of the Act; 29 U.S.C. 777(a))

Sec. 373.4 What definitions apply to this program?

The definitions in 34 CFR Part 369 apply to this program.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Subpart B--What Kinds of Activities Does the Department of Education Assist Under This Program?

Sec. 373.10 What types of projects are authorized under this program?

(a) Authorized activities under this program include carrying out special projects concerned with establishing programs for expanding or otherwise improving vocational rehabilitation services and other rehabilitation services to individuals with disabilities, especially those individuals with the most severe disabilities.

(b) Projects also may be conducted to meet the special needs of isolated populations of individuals with disabilities, particularly among American Indians residing on or outside of reservations.

(c) Individuals with disabilities served under this program include individuals who are blind, individuals who are deaf, and other groups of individuals with disabilities who are members of populations that are unserved or underserved by programs under the Act, as identified by the Secretary in a notice published in the Federal Register.

(Authority: Sec. 311(a)(1) and 311(a)(4) of the Act; 29 U.S.C. 777(a)(1) and 777a(a)(4))
[59 FR 8338, Feb. 18, 1994]

Sec. 373.11 What specific activities must be supported under this program to provide services to individuals who are blind?

Projects in which services are provided to individuals who are blind must--

(a) Demonstrate innovative methods of providing intensive rehabilitation services needed to rehabilitate individuals who are blind; or

(b) Provide mobility training services or comprehensive counseling services not otherwise available in the locality in which individuals served by the project reside; or

(c) Conduct coordinated rehabilitation service activities with other public or nonprofit agencies serving individuals who are blind in the same area.

(Authority: Sec. 311(a) of the Act; 29 U.S.C. 777(a))

[46 FR 5427, Jan. 19, 1981. Redesignated at 50 FR 38630, Sept. 23, 1985, and amended at 59 FR 8338, Feb. 18, 1994]

Sec. 373.12 What specific activities must be supported under this program to provide services to individuals who are deaf?

Projects in which services are provided to individuals who are deaf must--

(a) Demonstrate innovative methods of providing the specialized services needed to rehabilitate and make maximum use of the vocational potential of individuals who are deaf; or

(b) Conduct coordinated activities with other public and nonprofit agencies administering programs for people who are deaf in the same area in order to expand or improve rehabilitation services for individuals who are deaf.

(Authority: Sec. 311(a) of the Act; 29 U.S.C. 777a)

[59 FR 8338, Feb. 18, 1994]

Sec. 373.14 [Reserved]

Subpart C--[Reserved]

Subpart D--How Does the Secretary Make a Grant?

Sec. 373.30 What selection criteria does the Secretary use under this program?

The Secretary uses the criteria in this section to evaluate applications for all projects under this part. The maximum score for all of the criteria is 100 points.

(a) Plan of operation (20 points). The Secretary reviews each application in accordance with the criterion in Sec. 369.31(a).

(b) Quality of key personnel (10 points). The Secretary reviews each application in accordance with the criterion in Sec. 369.31(b).

(c) Budget and cost effectiveness (10 points). The Secretary reviews each application in accordance with the criterion in Sec. 369.31(c).

(d) Evaluation plan (5 points). The Secretary reviews each application in accordance with the criterion in Sec. 369.31(d).

(e) Adequacy of resources (10 points). The Secretary reviews each application in accordance with the criterion in Sec. 369.31(e).

(f) Service comprehensiveness (20 points).

(1) The Secretary reviews each application for information that shows that the services to be provided within the project are comprehensive in scope.

(2) The Secretary looks for information that shows that--

(i) A broad range of vocational rehabilitation services and other rehabilitation services will be available to individuals with disabilities, especially individuals with the most severe disabilities, within the project;

(ii) Services will be coordinated with those services provided by other appropriate community resources;

(g) Relevance to State-Federal rehabilitation service program (10 points).

(1) The Secretary reviews each application for information that shows that the proposed project appropriately relates to the mission of the State-Federal rehabilitation service program.

(2) The Secretary looks for information that shows that--

(i) The project will be designed primarily for individuals with the most severe disabilities being provided vocational rehabilitation services by State vocational rehabilitation units;

(ii) The State vocational rehabilitation unit will be actively involved in the carrying out of project activities and project linkages will be adequate to ensure appropriate outreach and client referral;

(iii) Job development, placement, and achieving an optimal vocational adjustment will be primary project emphases;

(iv) All comparable benefits for which project clients might be eligible will be utilized.

(h) Innovativeness of approach (5 points).

(1) The Secretary reviews each application for information that shows the extent to which the project approach is innovative.

(2) The Secretary looks for information that shows that the approach to be used in providing vocational rehabilitation services and other rehabilitation services will be innovative and appropriate to the groups of individuals with severe disabilities being served.

(i) Utilization of project findings (5 points).

(1) The Secretary reviews each application for information that shows the extent to which project findings might be utilized within the State rehabilitation service system.

(2) The Secretary looks for information that shows--
(i) The potential for project findings to be effectively utilized within the State vocational rehabilitation service system; and
(ii) The likelihood of the project activities being successfully replicated in other locations;
(j) Likelihood of sustaining program (5 points).
(1) The Secretary reviews each application for information that shows the likelihood of the service program being sustained after the termination of Federal grant support.
(2) The Secretary looks for information that shows that the applicant agency intends to continue to operate the service program after the termination of the project.
(Authority: Secs. 12(c) and 311 of the Act; 29 U.S.C. 711(c) and 777(a))
(Approved by the Office of Management and Budget under control number 1820-0018)
[50 FR 25407, June 18, 1985, as amended at 54 FR 12400, Mar. 22, 1989;
59 FR 8338, Feb. 18, 1994; 59 FR 33680, June 30, 1994]

Sec. 373.31 [Reserved]

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 373.40 What are the matching requirements?
Grants may be made for paying all or part of the cost of activities covered under this program. If part of the costs is to be paid by the grantee, the amount of grantee participation is specified in the application notice and will not be more than 10 percent of the total cost of the project.
(Authority: Secs. 12(c) and 311 of the Act; 29 U.S.C. 711(c) and 777(a))
[59 FR 8339, Feb. 18, 1994]

Sec. 373.41 [Removed. 59 FR 8339, Feb. 18, 1994]

Sec. 373.42 [Removed. 59 FR 8339, Feb. 18, 1994]

SECTION E: APPLICATION INSTRUCTIONS AND FORMS

U.S. Department of Education
Office of Special Education and Rehabilitative Services

REHABILITATION SERVICES ADMINISTRATION
INSTRUCTIONS FOR APPLICATION FOR FEDERAL ASSISTANCE
(Nonconstruction Program)

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. **These parts are organized in the same manner that the submitted application should be organized.** These parts are as follows:

Part I - Federal Assistance Application Face Page

Part II - Budget Information

Part III - Program Narrative

Part IV - Assurances, Certifications, and Disclosures

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:
Information Management Team, U.S. Department of Education, 600
Independence Avenue, S.W., Washington, D.C. 20202-4651.

(Information collection approved under OMB control number 1820-0018. Expiration date: March 31, 1999.)

PART I

Part I of this application consists of the standard application face page for Federal assistance (SF 424) and the concomitant instructions. Standard instructions for completing the SF 424 form immediately follow the form. Additionally, the supplemental instructions provided below are to be used in lieu of or along with the standard instructions for the following items:

Item 1 - Non-Construction

Item 5(d) - Enter the name and telephone number of the project director (or principal contact if project director has not been identified).

Item 6 - If the applicant organization has been assigned a Department of Education (ED) entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in block 6.

Item 8 - New

Item 14 - If the CFDA number and suffix letter are not preprinted, please insert the CFDA number and suffix letter of the program, priority, or training discipline under which the application is being submitted. Where necessary, a listing of CFDA numbers and suffix letters are provided on the following page.

Item 16 - All of the programs covered by this application package are subject to Executive Order 12372, with the exception of the Vocational Rehabilitation Service Projects for American Indians with Disabilities. Separate instructions and information governing the procedures to be followed for programs subject to Executive Order 12372 are included in the application package for those programs, including a list of those states which have established a process, designated a single point of contact, and selected these programs for review subject to the requirements of Executive Order 12372. For those programs covered by Executive Order 12372, provide the name of the State Agency to which the application was submitted for review, and include a copy of the agency's comments or, if comments have not been received, a copy of the cover letter used to transmit the application to the State agency. If the program is covered by Executive Order 12372 but the responsible state has not selected the program for review, please mark the "Not Selected" box.

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION ___ Construction ___ Non-Construction		Preapplication ___ Construction ___ Nonconstruction	2. Date Submitted	Application Identifier
3. DATE RECEIVED BY STATE		State Application Identifier		
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier		
5. APPLICANT INFORMATION				
Legal Name		Organizational Unit		
Address (Give city, county, state, and zip code)		Name and telephone number of the person to be contacted on matters involving this application (give area code)		
6. Employer Identification Number ____ - _____		7. TYPE OF APPLICATION:(enter appropriate letter here) ____ A State F Intermunicipal K Indian tribe B County G Special District L Individual C Municipal H Independent School Dist. M Profit Organization D Township I State Cont. I of HL N Other (Specify) <u>Private</u> E Interstate J Private University <u>Non-Profit</u>		
8. TYPE OF APPLICATION <u>X</u> New ___ Continuation ___ Revision If Revision, enter appropriate letter(s) here ____ A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other (specify)		9. NAME OF FEDERAL AGENCY		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 84._____ Title:		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):				
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:		
Start Date	Ending Date	a. Applicant	b. Project	
15. ESTIMATED FUNDING		16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$.00	a. YES THIS PREAPPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____		
b. Applicant	\$.00	b. NO ___ PROGRAM IS NOT COVERED BY E.O. 12372		
c. State	\$.00	___ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$.00	___ Yes If "Yes" attach an explanation ___ No		
f. Program Income	\$.00			
g. TOTAL	\$.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
19. a. Typed Name of Authorized Representative		b. Title:		c. Telephone number:
d. Signature of Authorized Representative				e. Date Signed

Previous Editions Not Usable

INSTRUCTIONS FOR ED FORM NO. 524

Standard Form 424 REV 4-88)
Prescribed by OMB Circular A-102

General Instructions

This form is used to apply to individual U. S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable specific instructions, if attached.

Section A - Budget Summary
U. S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e):

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f):

Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, column (a)-(e):

Show the total budget request for each project year for which funding is requested.

Line 12, column (f):

Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e):

For each budget year for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f):

Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e):

Show the total matching contribution for each project year.

Line 12, column (f):

Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Other Budget Information

Pay attention to applicable program specific instructions, if attached

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Sections A and B.
2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

U. S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS

OMB Control No. 1875-0102

Expiration Date: 9/30/95

Name of Institution/Organization:

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY

U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION B - BUDGET SUMMARY: NON-FEDERAL FUNDS					NON-FEDERAL FUNDS	
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - OTHER BUDGET INFORMATION (see instructions)						

PART III - PROGRAM NARRATIVE SERVICE PROJECTS

Prepare the Program Narrative in accordance with the following instructions. Before preparing the Program Narrative, applicants should carefully review the program regulations contained in this application package, paying special attention to the selection criteria. The Program Narrative must respond to the special emphasis of the specific program for which grant support is being requested and the selection criteria identified in the program regulations. Applicants should address the selection criteria in the same order as they appear in the program regulations.

In addition, applicants should read the applicable parts of the Education Department General Administrative Regulations (EDGAR), 34 CFR. These regulations set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs.

NOTE: Applicants should refer back to the "Dear Applicant" letter. It cites the appropriate sections of the program regulations and the applicable parts of EDGAR.

Since applications must be duplicated for distribution to reviewers, printed material should be legible, appear only on one side of each page, and be single spaced. To ensure that printed material is legible, the use of a high quality printer, with a 10 pitch or larger typeface, in the preparation of your application is strongly urged. Use standard 8 1/2 x 11 inch paper, white in color, and free from tabs. Also, use spring clips or rubber bands to hold the application together. Do not use binders, folders, and staples as they must be removed before duplicating applications.

Please limit the Program Narrative to 35 pages, double spaced, and number pages consecutively. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they must be kept to a minimum and must substantiate what is proposed in the narrative., e.g., the results of a needs survey or letters of commitment from organizations that will have significant involvement with the project. All vitae should be limited to one page in length showing the source and date of earned degrees, experience relevant to working with individuals who are disabled and the person's direct relationship to the project, e.g., how the person will function in the project.

The Program Narrative should begin with an overview statement (one page abstract) that summarizes the purpose/intent of project, the goals and objectives, the target population, the impact of project, and the expected outcomes or benefits.

The Program Narrative must respond to the selection criteria in the same order as they appear in the program regulations for each priority. The proposal must address the following points:

1. Objectives and Need for this Assistance

Identify the specific need(s) which the proposed project is intended to meet and indicate why the project requires Federal support. State the principal and subordinate objectives of the project and show how the proposed project relates to the mission of the State/Federal vocational rehabilitation program, the specific discretionary program for which support is being requested, and the service needs of the geographic area to be served. Indicate the potential target or client population to be served. Objectives of the project should be (1) clearly and measurably defined in terms of intended results or outcomes within a specified time frame; and (2) based on identified needs, priorities, and related resources. Major tasks and activities should be carefully delineated. These in turn should be broken down into action steps to be completed by specified dates. Relevant needs assessment studies by the applicant or others should be footnoted or included with the application.

2. Results or Benefits Expected

Identify the significant observable, measurable results expected to be achieved during the period of the project. Productivity, for example is generally measured in such terms as the number of disabled persons served, the number rehabilitated and/or assisted to live more independently, improvement in work or independent living status following receipt of services, new services or improved service delivery systems, and/or increased participation by other kinds of program improvements. Expectations should be projected for each year of the project, including estimates and types of severely handicapped persons to be served. Show how project activities will enhance the quality of life and participation by disabled persons in family/community activities or in gainful employment.

3. Approach

a. Design and Methodology

Describe the overall plan for the project, organization of the various project elements that affect achievement of project objectives, efficiency and economy of effort, provision for obtaining appropriate and reliable data for evaluation and the appropriateness of the project design.

Describe the methodology to be employed in accomplishing objectives, including action steps; identify and specify in detail the operational procedures, overall strategy, management, and plans for efficiency and effectiveness of operations. Both the work to be performed and available resources should clearly relate to the requested budget as well as resource commitments made by others including anticipated in-kind or volunteer assistance. Describe any innovative, unique, or exemplary activities that have been or will be pursued, such as formation of interagency or consumer advisory groups, which will have a positive impact on project effectiveness, efficiency, or economy, and improved service delivery to disabled persons.

The plan of work sequentially relates to the action steps and major functions and give a timetable for their completion. It is recommended that a timetable, GANT Chart or Pert Chart graphically representing the sequence and relationship of project activities be included in the proposal. Provide for each function or activity a quantitative quarterly projection of the accomplishments to be achieved in terms such as the number and type of clients to be served. When accomplishments cannot be quantified, list them in chronological order to show the schedule of accomplishments and their target dates.

b. Staff

Describe the qualifications of the project director and key staff on the project. Indicate the time that the project director and other key personnel will commit to the project.

For each of the key staff not identified at the time of application, provide (in lieu of a qualifications statement) a job description or the qualifications sought for the position. Include a statement of the recruitment plan for a project director and any key staff to be employed, and an estimate of when the recruitment of these staff will take place.

c. Facilities and Resources

Describe the facilities that will be used for the project. Include such items as key equipment to be used, amount of floor space available, training capacity, etc. Indicate the extent to which the facilities and other resources used are free of architectural, communications, and other barriers and are fully accessible to the handicapped.

Validate the organization's capability to perform the proposed project activity. Include past experiences or anticipated capability with regard to the objectives.

Provide a table of the organization and a list of the specific duties of the professional staff as well as the time each is to spend on the project.

d. Commitments from Collaborating Organizations

Participation of other organizations, financially or otherwise, enhances the viability of the proposed project. Specific commitments should be clearly documented, preferably in writing, and submitted with the application. This may include cooperating public and private agencies, commercial or industrial entities, institutions of higher education, and others. It also may include individuals such as consultants or groups of individuals that advise or help determine policy.

Identify specific contributions to the project by the applicant, and collaborating organizations including in-kind contributions, cost sharing, donations, etc.

4. Evaluation

All applications must contain a plan for project evaluation which is based on an objective and quantifiable methodology to evaluate progress toward and achievement of project objectives. The purpose of this section is to specify the evaluation plan and methodology to be used. The evaluation plan should be phased in with other project tasks to ensure that interim products can be reviewed and comments fed back to project staff in time to influence the conduct of the project.

The Evaluation Plan must include:

- (1) An annual evaluation of the following elements as required under 75.590 of EDGAR:
 - (a) the project's progress in achieving its stated objectives;
 - (b) the effectiveness of the project in meeting the purposes of the program;
 - (c) the effect of the project on persons being served by the project, including any persons who are members of groups that have been traditionally underrepresented such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (2) an annual assessment of the following:
 - (a) the types of services provided;
 - (b) the cost of services provided;
 - (c) the number of clients served by disability, race, national origin, gender, and age;
 - (d) the number of clients with a severe disability served;
 - (e) the client outcomes obtained.

NOTE: Funded projects will be required to report evaluation findings in the annual progress report (as part of the continuation application) and in the final report at the conclusion of the project.

The Rehabilitation Act Amendments of 1992:

1. Delete the authority to fund construction costs as part of a services project under the Special Projects and Demonstrations program in section 311(a)(1);
2. Require that each applicant for a new project demonstrate in its application how it will address the needs of individuals with disabilities from minority backgrounds (section 21 of the Act). Before your application can be reviewed, it must include this description. Applications for which this information is not received will not be reviewed.

3. Require that each grantee (funded applicant) that provides services to individuals with disabilities must advise those individuals , or as appropriate, the parents, family members, guardians, advocates, or authorized representatives of those individuals, of the availability and purposes of the State Client Assistance Program (CAP), including information on means of seeking assistance under such program (section 20 of the Act). A list of State CAPs may be obtained by leaving your name and address on the voice mail system at (202) 205-9343.

IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- (a) If a rehabilitation project is in its final year of support and refunding for a new project is being requested, provide a progress report that includes a discussion of all accomplishments to date in achieving project objectives and a schedule of accomplishments or milestones anticipated with the new funding request.
- (b) A listing showing the Federal Domestic Assistance Catalog number, status and amount of each project where there is related previous, pending or anticipated assistance.

ASSURANCES- NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse. (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3

and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees

whose principal employment activities are funded whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition if \$10,000 or more.
11. Will comply with environmental; standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act

of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section

- 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title	
Applicant Organization		Date Submitted

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to

any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34

CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar

days of receiving notice under subparagraph (d)(2), with respect to any employee who is co convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check _____ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 35 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offence resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contracts Service, US Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number of each affected grant.

As the duly authorized representative of the applicant, I certify that the applicant will comply with the above certifications.

.....

NAME OF APPLICANT_____

PR/AWARD NO. AND/OR PROJECT NAME _____

PRINTED NAME OF AUTHORIZED REPRESENTATIVE_____

SIGNATURE_____ DATE_____

ED 80-OO13

.....
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**
.....

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.120.
Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "and" "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

Certification:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titles "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Name of Applicant	PR/Award # and/or Project Name
Printed Name and Title of Authorized Representative	
Signature	Date

ED 80-0014, 9/90 (replaces GCS-009(rev. 12/88), which is obsolete)

1. Type of Federal Action		2. Status of Federal Action:	3. Report Type:
<div><div></div><div>a. Contract b. grant c. coop. agreement d. loan e. loan guarantee f. loan insurance</div></div>		<div><div></div><div>a. bid/ offer/application b. initial award c. post-award</div></div>	<div><div></div><div>a. initial filing b. material change For Material Change Only: yr. __ qrtr. __ Date of last report __</div></div>
4. Name and Address of Reporting Entity: __Prime __Subawardee Tier__, if known Congressional District__		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:	
6. Federal Department/Agency:		7. Federal Program Name/Description: CDFA #, if applicable 84.____	
8. Federal Action Number, if known:		9. Award Amount, if known: \$	
10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)		b. Individuals Performing Services (including address if different from 10a) (last name, first name, MI) attach SF-LLL-A, if necessary	
11. Amount of Payment (check all that apply): \$ _____ actual ____ planned		13. Type of Payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind: nature _____ value _____			
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11: (attach contin. sht., SF-LLL-A, if necessary)			
15. Continuation Sheet(s) SF-LLL-A attached ____ Yes ____ No			
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: Print Name Title : Telephone No: ____ - ____ - ____ Date:	
Federal Use Only:			Authorized for Local Reproduction SF- LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, of expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a) Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction Project (0348-0046), Washington, D.C. 20503

DISCLOSURE OF LOBBYING ACTIVITIES
Continuation Sheet

Approved by OMB
0348-0046

Reporting Entity: _____ Page ____ of ____

Authorized for Local Reproduction
Standard Form - LLL-A

SECTION F: EXECUTIVE ORDER 12372

**SECTION F: NOTICE REGARDING EXECUTIVE ORDER 12372 AND STATE
SINGLE POINTS OF CONTACT**

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application notice.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with the State's process under EO 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under EO 12372. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372-CFDA# 84. _____
U.S. Department of Education, Room 6213 FB-10
600 Independence Avenue
Washington, DC 20202

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA#) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits the completed application. Do not send applications to the above address.

State Single Points of Contact

NOTE: In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary some States no longer participate in the process. These include: Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, and Washington. Alabama, which did not participate when this list was last published by the Department of Education in June 1994, now participates.

ALABAMA

Jon C. Strickland
Alabama Department of Economic
and Community Affairs
Planning and Economic Development
Division
401 Adams Avenue
Montgomery, Alabama 36103-5690
Telephone (205) 242-5483
FAX (205) 242-5515

ARIZONA

Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone (602) 280-1315
FAX (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th Street, room 412
Little Rock, Arkansas 72203
Telephone (501) 682-1074
FAX (501) 682-5206

CALIFORNIA

Grants Coordinator
Office of Planning and Research
1400 Tenth Street, room 121
Sacramento, California 95814
Telephone (916) 323-7480
FAX (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Telephone (302) 739-3326
FAX (302) 739-5661

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Management and Development
717 14th Street, N.W.
Suite 500
Washington, DC 20005
Telephone (202) 727-6554
FAX (202) 727-1617

FLORIDA

Suzanne Traub-Metlay
Florida State Clearinghouse
Intergovernmental Affairs Policy Unit
Executive Office of the Governor
The Capitol (room 1603)
Tallahassee, Florida 32399-0001
Telephone (904) 488-8114
FAX (904) 488-9005

GEORGIA

Tom L. Reid, III
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W.
room 401J
Atlanta, Georgia 30334
Telephone (404) 656-3855 or 656-3829
FAX (404) 656-7938

ILLINOIS

Tim Golemo
State Single Point of Contact
Department of Commerce and Community Affairs
620 East Adams
Springfield, Illinois 62701
Telephone (217) 782-1671
FAX (217) 782-6620

INDIANA

Francis E. Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204
Telephone (317) 232-2972
FAX (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone (515) 242-4719
FAX (515) 242-4859

KENTUCKY

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601-8204
Telephone (502) 573-2382
FAX (502) 573-2512

MAINE

Joyce Benson
State Planning Office
State House Station #38
Augusta, Maine 04333
Telephone (207) 287-3261
FAX (207) 287-6489

MARYLAND

William G. Carroll
Manager, State Clearinghouse
for Intergovernmental Assistance
Maryland Office of Planning
301 West Preston Street, room 1104
Baltimore, Maryland 21201-2365
Telephone (410) 225-4490
FAX (410) 225-4480

MICHIGAN

Richard S. Pastula, Director
Office of Federal Grants
Michigan Department of Commerce
P.O. Box 30225
Lansing, Michigan 48909
Telephone (517) 373-7356
FAX (517) 373-6683

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
Telephone (601) 359-6762
FAX (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
room 760, Truman Building
Jefferson City, Missouri 65102
Telephone (314) 751-4834
FAX (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone (702) 687-4065
FAX (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor, Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process/Mike Blake
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone (603) 271-2155
FAX (603) 271-1728

NEW JERSEY

Gregory W. Adkins
Assistant Commissioner
New Jersey Department of Community Affairs

Please direct all correspondence and questions about
intergovernmental review to:

Andrew J. Jaskolka
State Review Process
Intergovernmental Review Unit
CN 800, room 813A
Trenton, New Jersey 08625-0800
Telephone (609) 292-9025
FAX (609) 633-2132

NEW MEXICO

Robert Peters
State Budget Division
room 190, Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone (505) 827-3640
FAX (505) 827-3861

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Telephone (518) 474-1605

NORTH CAROLINA

Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of Admin.
116 West Jones Street
Raleigh, North Carolina 27603-8003
Telephone (919) 733-7232
FAX (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Telephone (701) 224-2094
FAX (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411

Please direct correspondence and questions about
intergovernmental review to:
Linda Wise
Telephone (614) 466-0698
FAX (614) 466-5400

RHODE ISLAND

Daniel W. Varin
Associate Director
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone (401) 277-2656
FAX (401) 277-2083

Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street, room 477
Columbia, South Carolina 29201
Telephone (803) 734-0494
FAX (803) 734-0385

TEXAS

Tom Adams
Governors Office
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711
Telephone (512) 463-1771
FAX (512) 463-1888

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
room 116, State Capitol
Salt Lake City, Utah 84114
Telephone (801) 538-1535
FAX (801) 538-1547

VERMONT

Nancy McAvoy
State Single Point of Contact
Pavilion Office Building
109 State Street
Montpelier, Vermont 05609
Telephone (802) 828-3326
FAX (802) 828-3339

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, room 553
Charleston, West Virginia 25305
Telephone (304) 558-4010
FAX (304) 558-3248

WISCONSIN

Martha Kerner
Section Chief
State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone (608) 266-2125
FAX (608) 267-6931

WYOMING

Sheryl Jeffries
State Single Point of Contact
Herschler Building
4th Floor, East Wing
Cheyenne, Wyoming 82002
Telephone (307) 777-7574
FAX (307) 638-8967

Territories

GUAM

Mr. Giovanni T. Sgambelluri
Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone 011-671-472-2285
FAX 011-671-472-2825

NORTHERN MARIANA ISLANDS

State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

PUERTO RICO

Norma Burgos/Jose B. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone (809) 727-4444 or 723-6190
FAX (809) 724-3270 or 724-3103

VIRGIN ISLANDS

Jose George, Director
Office of Management and Budget
#41 Norregade Emancipation Garden Station
Second Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about
intergovernmental review to:

Linda Clarke
Telephone (809) 774-0750
FAX (809) 776-0069

SECTION G: IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS
USDE CONTRACT AND GRANT PROGRAMS

IMPORTANT NOTICE

TO PROSPECTIVE PARTICIPANTS
IN THE U.S. DEPARTMENT OF EDUCATION
CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that -

Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, DC 20202-4725

Competitive procurement actions undertaken by the Department of Education are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with other, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED Mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED Form 5548 8/92

REPLACES ED FORM 5548, 6/86 WHICH IS OBSOLETE

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

U.S. Department of Education
Coordination and Control Branch
(202) 708-9495

EDUCATION BULLETIN BOARDS

There are now electronic bulletin boards with information about grant and contract opportunities at the U.S. Department of Education. The bulletin boards are open to public access. The official version of the documents received from any electronic bulletin board is the version that is published in the Federal Register.

Bulletin Board Data Number
(202) 260-9950

RSA Bulletin Board
(202) 401-6147

SECTION H: RSA REGIONAL OFFICE CONTACT LIST

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
REGIONAL OFFICE DIRECTORY

MAY 1996

REGION I

Mr. John J. Szufnarowski
RSA Regional Commissioner
01-0041
Dept. of Education, OSERS
J.W. McCormack Post Office
and Court House, Rm. 232
Boston, MA 02109
9-1-617-223-4085
FAX: 9-1-617-223-4573
TDD: 9-1-617-223-4090
-- Connecticut
-- Maine
-- New Hampshire
-- Rhode Island
-- Vermont
-- Massachusetts

Hours: 8:00 - 4:30
EDST: 8:00 - 4:30

REGION II

Mr. John J. Szufnarowski
RSA Regional Commissioner
02-1050
Dept. of Education, OSERS
75 Park Place, Room 1236
New York, New York 10007
9-1-212-264-4016
FAX: 9-1-212-264-3029
TDD: 9-1-212-264-4028
-- New Jersey
-- Puerto Rico
-- Virgin Island
-- New York

Hours: 8:00 - 4:30
EDST: 8:00 - 4:30

REGION III

Dr. Ralph N. Pacinelli
RSA Regional Commissioner
03-2050
Dept. of Education, OSERS
3535 Market St., Rm 16120
Philadelphia, PA 19104
9-1-215-596-0317
FAX: 9-1-215-596-0471
TDD: 9-1-215-596-0269
-- District of Columbia
-- Delaware
-- Maryland
-- Virginia
-- West Virginia
-- Pennsylvania

Hours: 8:30 - 5:00
EDST: 8:30 - 5:00

REGION IV

Dr. Ralph N. Pacinelli
RSA Regional Commissioner
04-3050
Dept. of Education, OSERS
101 Marietta St., N.W.,
Suite 2210, P.O. Box 1691
Atlanta, GA 30301
9-1-404-331-2352
FAX: 9-1-404-331-0494
TDD: 9-1-404-730-3825
-- Alabama
-- Florida
-- Kentucky
-- N. Carolina
-- S. Carolina
-- Tennessee
-- Georgia
-- Mississippi
Hours: 8:00 - 5:00
EDST: 8:00 - 5:00

REGION V

Mr. Douglas Burleigh
RSA Regional Commissioner
05-4050
Dept. of Education, OSERS
111 North Canal Street, Room 1048
Chicago, IL 60606
9-1-312-886-8630
FAX: 9-1-312-353-8263
TDD: 9-1-312-886-8621
-- Indiana
-- Michigan
-- Minnesota
-- Ohio
-- Wisconsin
-- Illinois

Hours: 8:15 - 4:45
EDST: 9:15 - 5:45

REGION VI

Mr. Loerance Deaver
RSA Regional Commissioner
06-5050
Dept. of Education, OSERS
1200 Main Tower Bldg., Rm. 2140
Dallas, TX 75202
9-1-214-767-2961
FAX: 9-1-214-767-8127
TDD: 9-1-214-767-8125
-- Arkansas
-- Louisiana
-- New Mexico
-- Oklahoma
-- Texas

Hours: 8:00 - 4:30
EDST: 9:00 - 5:30

REGION VII

Mr. Douglas Burleigh,
RSA Regional Commissioner
07-6050
Dept. of Education, OSERS
10220 N. Executive Hills
Blvd.
Kansas City, MO 64153-
9-1-816-880-4107
FAX: 9-1-816-891-0807
TDD: 9-1-816-374-6917
-- Iowa
-- Kansas
-- Nebraska
-- Missouri

Hours: 8:00 - 4:30
EDST: 9:15 - 5:45

REGION VIII

Mr. Loerance Deaver
RSA Regional Commissioner
08-7050 Dept. of Ed.,
Federal Office Bldg.
Suite 310
1244 Speer Boulevard
Denver, Co 80204-3582
9-1-303-844-2135
FAX: 9-1-303-844-6269
TDD: 9-1-303-844-2890
-- Montana
-- N. Dakota
-- S. Dakota
-- Utah
-- Wyoming
-- Colorado

Hours: 7:30 - 4:00
EDST: 9:30 - 6:00

REGION IX

Mr. Gilbert Williams
Acting
RSA Regional Commissioner
09-8050
Dept. of Education, OSERS
Federal Office Bldg., Room 215
50 United Nations Plaza
San Francisco, CA 94102
9-1-415-437-7840
FAX: 9-1-415-437-7848
TDD: 9-1-415-437-7845
-- Arizona
-- Hawaii
-- Nevada
-- Guam
-- American Samoa
-- California
-- CNMI
-- Palau

EDST: 11:00 - 7:30
Hours: 8:00 - 4:30

REGION X

Mr. Richard Corbridge,
RSA Regional Commissioner
10-9050
Dept. of Education, OSERS
915 Second Avenue, Room
2848
Seattle, WA 98174-1099
9-1-206-220-7840
FAX: 9-1-206-220-7842
TDD: 9-1-206-220-7849
-- Alaska
-- Idaho
-- Oregon
-- Washington

Hours: 8:00 - 4:30
EDST: 11:00 - 7:30